



The District of Columbia Public Schools Office of the Chancellor

Urban Education Leaders Internship Program

UELIP Associates 2009-2010

Chancellor Rhee's Urban Education Leaders

Internship Program (UELIP) is an intensive multi-disciplinary, academic internship program that runs semester-long throughout the year. The District of Columbia Public Schools Office of the Chancellor accepts Associates yearlong, with open application periods held at the beginning of the Fall and Spring semesters and the summer months. It is for leaders who are in the process of completing their undergraduate or graduate/professional degrees by the start of the program. The program is also open to DCPS high school students from grades 10-12 who work primarily on administrative tasks.

Mission Statement

We recruit, develop, and connect emerging leaders to effect change in DC public schools. Through hands-on projects and collaborative efforts, associates work with urgency to make real impact on student achievement.

Undergraduates

The Office of the Chancellor is looking for top undergraduate students from all disciplines.

Graduate Students

The Office of the Chancellor is looking for top graduate students from a variety of professional disciplines including: business, organizational management, public policy, law, and education policy.

Postgraduate Students

The Office of the Chancellor is looking for postgraduate candidates admitted to fellowship programs who are interested in interning with us as part of their fellowship program.

High School Students

The Office of the Chancellor is looking for DCPS high school students from grades 10-12.

Associates conduct research and work on education policy projects with the direction of key leaders of the chancellor's team, charged with the responsibility of creating innovative and outside-the-box solutions to systemic urban education challenges. Ultimately the goal of the program is to expose associates to current critical educational reform issues, introduce them to exciting issues around managing an urban school system, and provide networking opportunities with education leaders and agency heads in local government.

PROGRAM DATES FOR THE 2009-2010

ACADEMIC YEAR:

Fall Semester

Program Dates: September 7, 2009 – December 18, 2009

Applications reviewed on a rolling basis up until September 18, 2009.

Spring Semester

Program Dates: January 11, 2010 – May 22, 2010

Applications reviewed on a rolling basis up until January 15, 2010.

Summer Semester

Program Dates: June 7, 2010 – August 20, 2010
Early application deadline: December 18, 2009

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Regular application deadline: March 31, 2010

Fall and Spring Associate Requirements: At least 20 hours a week with a minimum commitment of 10-11 weeks.

Summer Associate Requirements: Full Time, 40 hours a week during the program dates.

BACKGROUND: TRANSFORMATION OF THE DISTRICT OF COLUMBIA PUBLIC SCHOOLS

On June 12, 2007, Mayor Fenty assumed control over the District of Columbia Public Schools. The Washington Post's Editorial Board noted, "There is a can-do quality in him that suggests the government can be reformed, that schools can be rebuilt and that institutions in this city can come together to improve people's lives. He offers a vision of the city that challenges the best in people."

As his first official act as governing authority over the public school system, Mayor Fenty appointed Michelle Rhee as chancellor of DC Public Schools. Chancellor Rhee brings more than a decade of innovative education experience and has dedicated her career to improving public education in urban communities. Most recently, she served as CEO and president of The New Teacher Project. Chancellor Rhee now oversees one of the largest and most challenged public school systems in the nation, which serves 45,000 students. At a press conference, Chancellor Rhee remarked, "There is a unique opportunity to effect significant systemic change in the District of Columbia to ensure that all children in this city get an excellent education. I believe this city and the school district have tremendous potential."

Training

Leadership development is a critical component

of the program. UELIP Associates:

- Participate in leadership, management and presentation skills workshops
- Attend power lunches with education leaders and agency directors
- Conduct site visits to public schools, local agencies, and educational nonprofits in Washington, DC

Associate Departments

Associates receive substantive and rich projects and will be assigned to work in various departments. Examples of projects have included:

(1) Communications & Public Engagement

- Develop a systems-operations workflow for the Office of the Chancellor.
- Create a stakeholder database for DC-area partners that includes parents, teachers, principals, and public-private sponsors.
- Perform a literature review of the chancellor's press events and create a media log.
- Revamp the DCPS website and portal to engage more community residents.
- Coordinate strategy for school visits and teacher focus groups, including preparation of materials and finding participants.

(2) Data Accountability and Assessment (ODA)

- Collect and synthesize best practices of data use currently implemented by DCPS schools.
- Administer, collect, and analyze parent and student surveys.
- Collect and synthesize best practices of No Child Left Behind high stakes testing administration by districts across the

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nation.

- Review student transcript data and assess how DCPS can better prepare students for graduation.

(3) Critical Response Team (CRT)

- Assist critical response team in addressing constituent issues around facilities, special education, school security, and parent-teacher-principal relations.
- Read and draft correspondence on behalf of the chancellor.
- Facilitate meetings with parents, teachers, and principals to resolve cases.
- Monitor, track, analyze, and report on major trends in stakeholder concerns.

(4) Human Resources and Human Capital Development (HR/HCAP)

- Research best practices across the nation in recruitment and retention of talented teachers, principals, and central office staff.
- Execute recruitment strategies for teachers, principals, and central office staff.
- Conduct survey work and collect data.
- Analyze compensation and rewards systems for employees.
- Assist with central office reform legislation and roll-out.
- Assist the Deputy Chancellor for Human Capital and External Partnerships on special projects.
- Research labor management negotiations and labor union contracts.
- Map out organizational charts and conduct leadership interviews.
- Implement and research central office professional development and programming.

(5) Office of Community Partnerships (OCP)

- Organize and coordinate external partnership relations.
- Plan and coordinate events for DCPS teachers, principals, and central office staff.
- Work with DCPS central office and school staff to collect data on program offerings and partnerships in DCPS schools.
- Create a map (or matrix) of existing programs and partnerships.
- Analyze opportunities for leveraging programs and partnerships across multiple schools and DCPS as a whole to drive student success.

(6) Office of Youth Engagement (OYE)

- Develop communication materials for the department's goal to increase student attendance, improve student behavior, enhance positive school culture, ensure student health and wellness, and provide intensive support for disengaged youth.
- Assist in disseminating this information to schools and school communities.
- Create strategic plans, develop implementation plans, and manage projects and performance.
- Develop overall approach to risk reduction efforts for HIV/AIDS, substance abuse, violence/gang involvement/bullying, and teen pregnancy.

(7) Office of the Chief Academic Officer (CAO)

- Assist with design and roll-out of curriculum models and schools programming.
- Inform and develop innovative curriculum programs (science, math, arts, English, social studies and athletics).

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- Restructure centrally designed, school-based programs (e.g. restructuring the citywide science fair).
- Redesign ongoing, job-embedded professional development courses and plan professional development for new arts and science-integrated schools.

(8) Office of Transformation Management (TMO)

- Assist with Transformation Office strategy and culture building in DCPS.
- Assist with overseeing textbook delivery, school openings, school closings, etc.
- Work with principals and teachers on school reform teams.
- Assist with restructuring schools during the transformation process.
- Assist with implementing a student recruitment campaign.
- Coordinate performance evaluation processes of school and central office staff.

(9) DCPS High School Tutoring-Mentoring Program (Rise-Up)

- Assist with the expansion of the pilot program to all high schools.
- Manage program, including volunteer intake, connecting with after-school coordinators and interacting with the school scheduling system.
- Enrich community partnerships to enlist more public and private sector volunteers for the program.

(10) Office of the General Counsel (OGC)

- Legal projects include research and policy work around:
- The challenges presented by the Mayor's take-over of DC public schools and elimination of the independent school board.

- The impact of charter (public and non-public) schools on public education (funding and operations).
- Union rights versus personal accountability.
- The pros and cons of a mandatory school uniform policy and whether such a policy would be lawful under the DC Human Rights Act.
- The appropriate role of the school in addressing issues relating to sexuality and family values.
- Legal obligation of the public schools to address bullying and assaultive behavior.
- The legal and programmatic aspects of the criminal background/screening policy.
- HIPAA compliance at school based clinics.
- The release of FERPA covered information/documents under subpoena.
- National standards on eligibility for participation in school athletic team sports.

(11) Office of Special Education (OSE)

- Investigate open cases and help resolve due process.
- Work on early childhood special education issues.
- Assist with tracking data and monitoring progress around court decree and legal strategy in Blackman/Jones consent decree class action lawsuit.
- Develop program compliance regimes for compensatory education programs and related services contracts.
- Collect data and facilitate communication with schools on individual resolution issues and feedback from parents.

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(12) Office of Out of School Time (OST)

- Provide teaching and curriculum support and instruction for after-school tutoring programs and other central office partnerships.
- Assist with coordinating summer school, including teacher professional development, programming, and benefits/pay.
- Assist with professional development programming and designing DCPS teaching programs with international language teachers from China and Spain.
- Work with our student government leader Cabinet to coordinate feedback for the Chancellor on system-wide DCPS issues.

(13) Office of Chief Operating Officer (OCFO)

- Assist with coordinating school operations including food, security, procurement, and realty.
- Work with principals and teachers to order supplies for school use.

(14) Office of Compliance (COS)

- Develop standard operating procedures to train staff on policies related to mitigating waste, fraud, and abuse within the agency.
- Assist with conducting performance based examinations of school programs and functions while investigating complaints of internal operations within DCPS.

(15) Office of the Chief Financial Officer (OCFO)

- Build projection models to forecast annual budgetary spending across offices and schools.
- Coordinate with managers and

directors to link programmatic spending to the Chancellor's 5 year plan and strategic vision for DC public schools.

- Design and recommend budget policies to the Chief Financial Officer.

(16) DC Public Education Fund (DCPEF)

- Draft and edit proposals to national and local foundations as well as individual donors.
- Draft and edit materials for periodic briefings to funders.
- Update DC Public Education Fund website content.

Compensation

All Associate internships are unpaid. However, we reserve the right to award a limited number of economic hardship stipends of up to \$2,500 per semester on an individual case basis. We are also willing to accommodate work study if that is a viable option. Please see the attached scholarship form. UELIP provides a Metro transportation stipend (approximately \$10/week) and rich, professional development programming throughout the year. Academic credit is also supported. Students are responsible for finding their own housing. We encourage students to secure funding through their schools if possible and aggressively work to secure school funds. Directions on applying for the DCPS Economic Hardship Stipend are included at the end of this document.

Application Deadline

Associate Applications are due by the stated deadlines.

Required materials for the application include:

- 1) Resume (most updated version)
- 2) 1 page cover letter (most updated version)

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- 3) A writing sample highlighting your writing skills. It can be from a school term paper or work-related paper. Ideally, it should be related to education policy, but this is not required. The sample should be 300-500 words.
 - 4) Answer the following 2 essay questions. Each essay should be 300-500 words:
 - A) Why do you want to be a UELIP Associate?
 - B) In your opinion, what is Chancellor Rhee's greatest challenge during her third year in office and what advice do you have for her to resolve it?

To apply, students must submit all materials through the Application Form on the UELIP Page:

[Click here to apply](#)

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Questions?

For more information on the program, please visit the program's facebook page: [UELIP facebook page](#). Or visit the program's blog at www.uelip.blogspot.com.

If you have any questions, please contact:

Susan Cheng
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District of Columbia Public Schools
Office of the Chancellor
Tel: 202-442-5010
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The District of Columbia Public Schools Office of the Chancellor

Urban Education Leaders Internship Program

DCPS Economic Hardship Stipend Form

On a limited basis, the DCPS Office of the Chancellor is awarding economic hardship stipends for students interested in interning with our office but are prevented from doing so because of financial limitations. Although our internships are all unpaid, we award these stipends on a case by case basis. DCPS may award up to \$2,500 per student.

Economic Hardship Stipend Requirements: To apply, students must mail an Official University Transcript and Letter of Recommendation to Susan Cheng, 825 North Capitol Street, NE 9th Floor Washington, DC 20002 by the application deadlines.

Students must fill out the UELIP Application Form and submit all of the required materials. Economic Hardship Applicants must additionally answer the following 3 essay questions by the stated application deadlines. Each essay should be 300-500 words:

A) Why do you believe you need this scholarship?

B) What other scholarship avenues have you already explored? Are you exploring any currently?

C) How will this internship advance your career goals?

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DCPS Notice of Non-Discrimination

Notice of non-discrimination. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §§ 2-1401.01 et seq. (Act), the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. The following office has been designated to handle inquiries regarding non-discrimination policies: Equal Employment Opportunity Office, District of Columbia Public Schools, 825 North Capitol Street, NE, Washington, DC 20002, (202) 442-5424.

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